Settings and Printing

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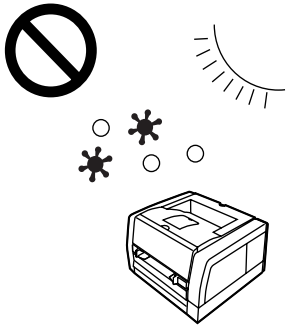
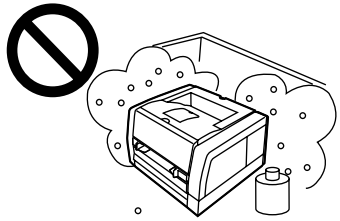
Cautions

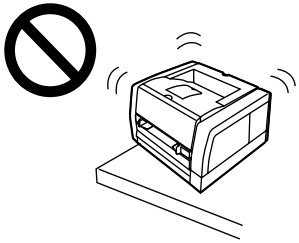
To avoid machine malfunction, do not use the equipment under the following conditions:



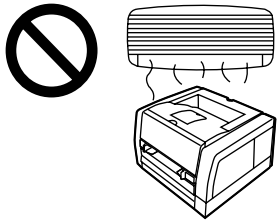
- Direct exposure to sunlight.
- Extremely high or low temperature [temperature range: 10°C to 32.5°C (50°F to 90.5°F)]
- Extremely high or low humidity. (humidity range: 20% to 80% RH)
- Condensation due to rapid change of temperature.



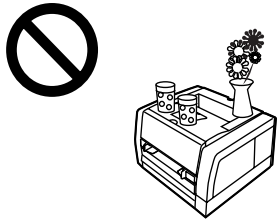
- Areas of poor ventilation.
- Areas of high dust or chemical fume concentration. (solvent etc.)



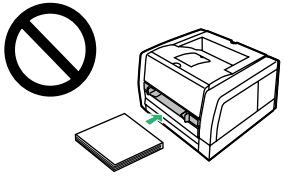
- Unstable or unlevel surfaces.



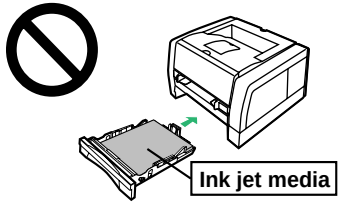
- Directly in front of air conditioning vents.



- Liquids near the equipment.



- Insert a stack of media into the manual feed. (Insert a media one by one.)



- Media for ink jet (paper, transparency, etc.) or transparency for color laser printer; it may be wrapped around the fuser roller and cause damage.

- Any toner other than genuine Panasonic toner; it may damage the printer.

■ **Static Electricity Damage**

To prevent static electricity damage to any of the following components, touch a grounded metal surface, such as the printer's bare metal frame prior to touching the component.

- Interface connectors : parallel and USB
- Electrical components, connectors inside the printer

■ **Interface Cable**

Always use a shielded interface cable. Use of an unshielded cable can result in radio interference with data.

■ **Power Source**

Do not use a line conditioner, transient suppressor or surge protector as it may cause a machine error.

■ **Ventilation Space**

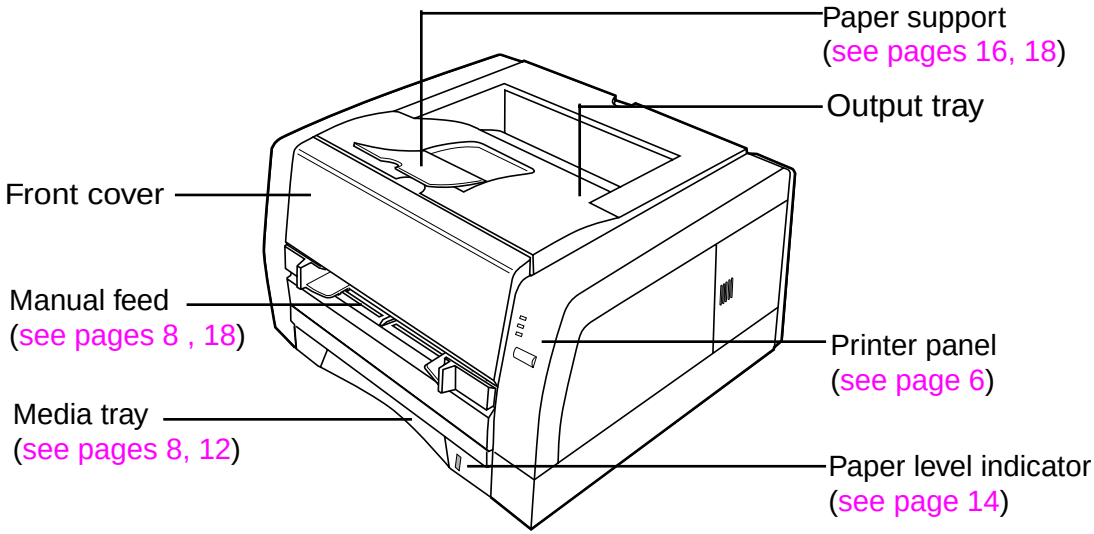
The ventilation space is needed more than 20 mm (0.8″) between the printer and a wall.

■ **Using the USB interface**

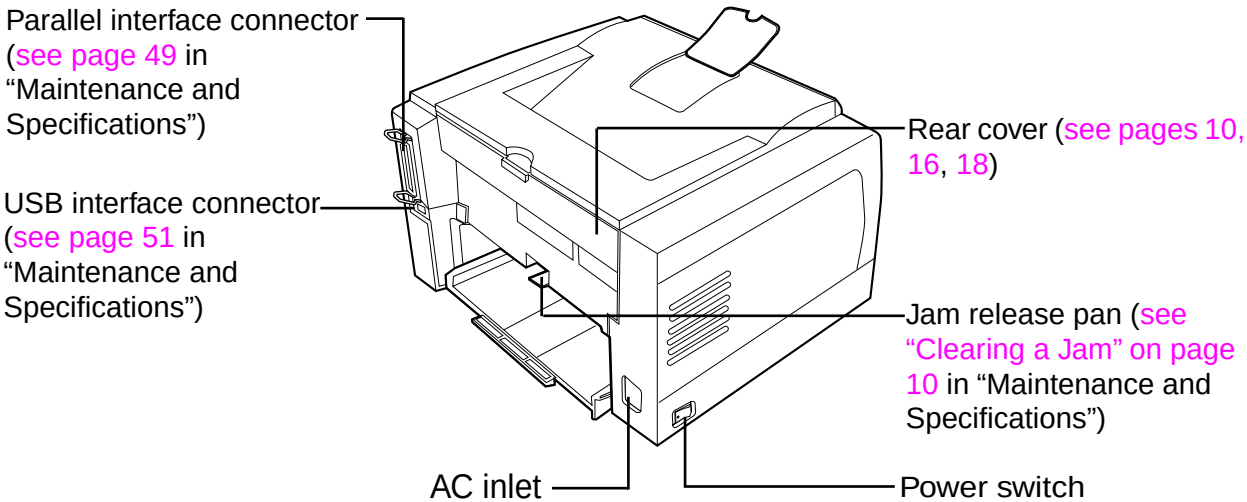
Please note that if more than one KX-P7100 printers are connected in a USB tree, only one of those printers will perform print out job.

Part Names

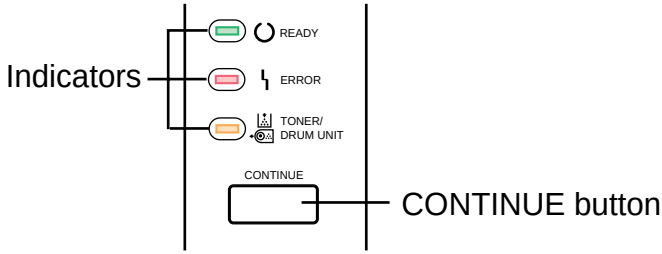
Front Side View



Rear Side View



Printer Panel



Indicators

Three indicators show the following printer's status.

READY	ERROR	TONER/ DRUM UNIT	Printer Status
▬	▬	▬	Printer is warming up (three indicators light one after another).
▬	▭	▭*1	Printer is ready for printing or in the sleep mode.
▭	▬	▭	Internal Error occurs. - - ->Turn the printer off and back on again. If the problem persists, call for service on your printer.
▬	▭	▭*1	Printer is receiving data printing or data remains in the memory.
▭	▬	▭	Printer recoverable errors (media jam, media empty, etc.) occurred. See "Maintenance and Specifications" for the troubleshooting.
▭	▬	▬	Drum unit is not installed in the printer.
			Toner may be empty.
			Drum unit is worn out.
			Drum unit is worn out and toner may be empty.
▭*1	▭	▬	Drum unit is wearing out. Change the drum unit.
			Toner is low.

▬ ▬ ▬ : Indicator is lit.
▭ : Indicator is turned off.
▬ ▬ ▬ : Indicator is blinking fast (with an interval of 1 second).

*1 The status is varied depending on the condition.

Toner cartridge: KX-PDP7 (For U.S.A)
KX-PDP8 (For other countries)
Drum unit: KX-PDM7 (all countries)

(Be sure KX-PDP7 and KX-PDP8 is not compatible each other.)

CONTINUE Button

The printer executes the following action depending on the printer status by pressing this button.

READY	ERROR	TONER/ DRUM UNIT	Printer Status
▬	▭	▭	Printer wakes up from the sleep mode (power save mode).
▭	▬	▭	Printer recovers from the error status after paper empty or paper feed error is restored.

▬ : Indicator is lit.
▬ : Indicator is blinking fast (with an interval of 1 second).
▭ : Indicator is turned off.

About Media

See the tables below for available media. For the notes and detailed media specification, refer to "Media" on page 43 in "Maintenance and Specifications".

Available Media and Media Size

Media	Media size	Media tray	Manual feed	Duplex print
Paper Cotton paper	Letter	❍	❍	❍ *1
	A4	❍	❍	❍ *1
	Legal	❍	❍	❍ *1
	B5	❍	❍	❍ *1
	Executive	❍	❍	❍ *1
	A5	❍	❍	×
	A6	❍	❍	×
Available media size *2	Max.	216 X 356 mm (8.5″ X 14″)	216 X 356 mm (8.5″ X 14″)	216 X 356 mm (8.5″ X 14″)
	Min.	105 X 148.5 mm (4.1″ X 5.9″)	76.2 X 127 mm (3″ X 5″)	182 X 257 mm (7.2″ X 10.1″)
Transparency	Letter	❍	❍	×
	A4	❍	❍	×
Label	Letter	×	❍	×
	A4	×	❍	×
Envelope	#9	❍	❍	×
	#10	❍	❍	×
	Monarch	❍	❍	×
	DL	❍	❍	×
	C5	❍	❍	×

❍ : supported × : not supported

*1 Cotton paper cannot be used for duplex printing.

*2 If you print a document on a custom size paper, print it using the application software that page size can be set to the custom size. At that time set the paper size to letter or A4 for the printer's media size setting.

Available Paper Weights and Capacity

	Media	Media tray	Manual feed	Duplex print
Paper weights	Plain paper	60 - 105 g/m^2 (16 - 28 lbs.)	60 - 105 g/m^2 (16 - 28 lbs.)	75 - 90 g/m^2 (20 - 24 lbs.)
	Thick paper	×	106 - 165 g/m^2 (29 - 44 lbs.)	×
	Envelope	90 g/m^2 (24 lbs.)	90 g/m^2 (24 lbs.)	×
Paper capacity	Paper	250 sheets [75 g/m^2 (20 lbs.)]	1 sheet	
	Transparency	20 sheets	1 sheet	
	Label	×	1 sheet	
	Envelope	30 sheets	1 sheet	

Recommended Media

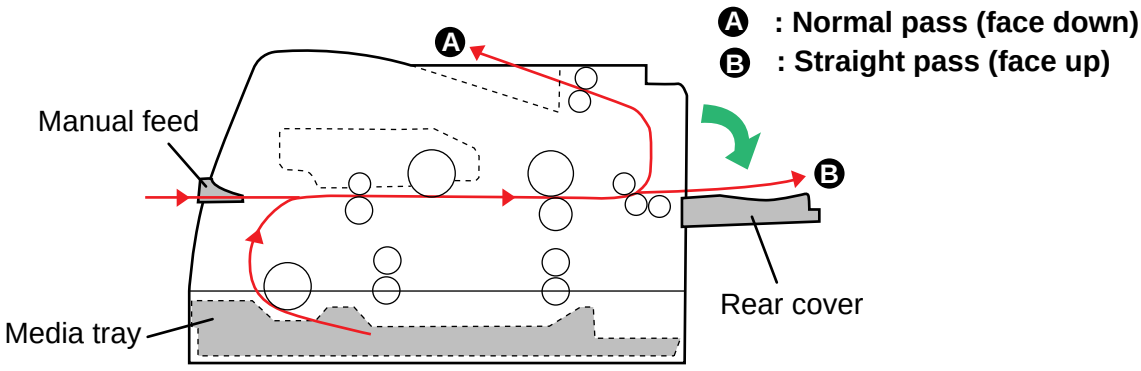
Media	Media size	Recommended media
Paper	Letter	Xerox 4024 DP paper 75 g/m^2 (20 lbs.)
	A4	Xerox paper 80 g/m^2
Transparency	Letter / A4	3M CG3300
Label	Letter	Avery 5160 – 5163, Avery 5660 – 5663
	A4	Avery L7159 – L7164
Recycled paper*1	Letter	Multi Use 20 lbs., 24 lbs.
	A4	——

*1 When using the recycled paper, select Plain Paper for Media Type on the Page Setup tab (see page 27).

Loading Media and Printing

See the Setup Guide for the following instructions.
- Installing the Toner Cartridge and Drum Unit
- Connecting Cables
- Intalling the Printer Software

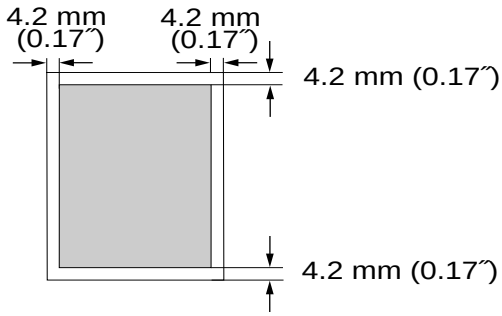
The media is printed out on the output tray (top of the printer). When the thick paper [106-165 g/m^2 (29-44 lbs.)] or envelope is printed, it may be curled. You can avoid it by opening the rear cover because the media is straightly printed out. However, it is needed to remove every time the media is printed out to avoid the media jam. For available media, see “About Media” on page 8.



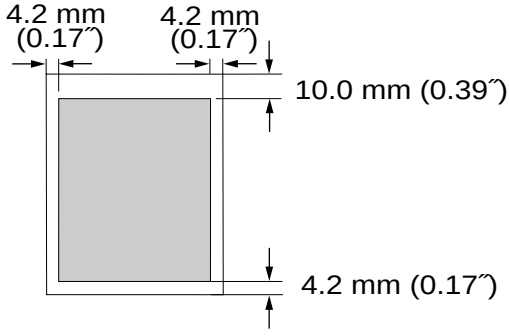
NOTE
- Be sure to use manual feed when printing a document on a thick paper [106-165 g/m^2 (29-44 lbs.)] or label.

Margins and Print Area

The image (print area) is printed a bit smaller than the media size. 4.2 mm (0.17″) is required for the top, bottom and sides margins. You may need to adjust the page margins in the application software to match the print area.

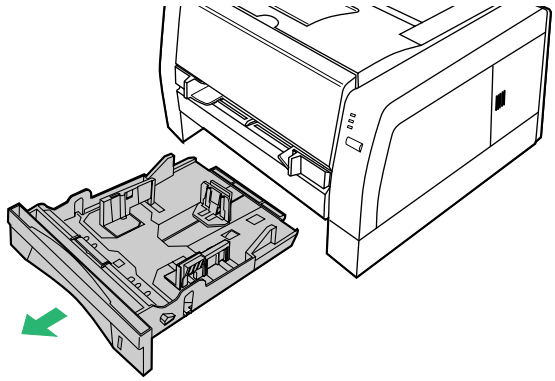


(Envelope)

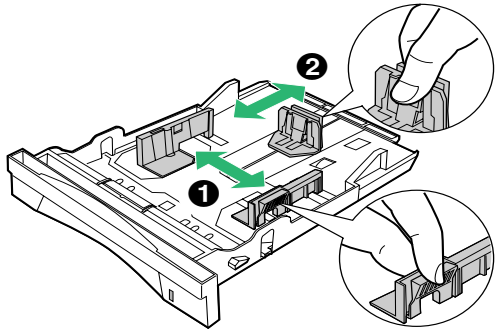


Using the Media Tray

1 Pull the media tray out of the printer.

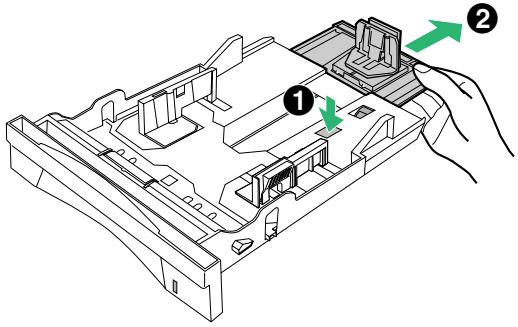


2 Pinch the media guides and slide them to the approximate width (❶) and length (❷) of the media.

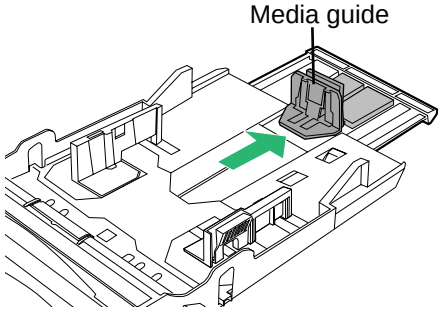


NOTE

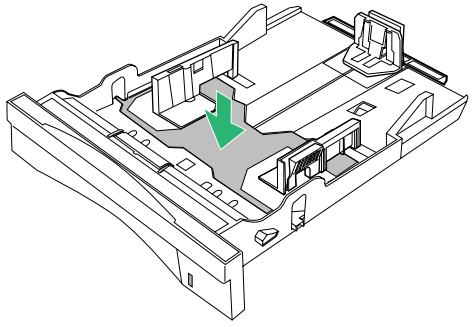
- When loading the legal paper, slide the length guide unit (❷) to extend while pressing the stopper (❶).



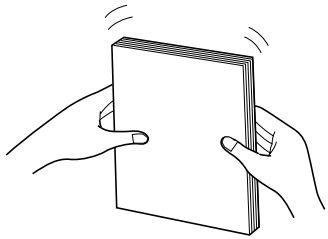
- If the media guide is removed, put it back.



- If the metal plate is in the up position by accident, the media tray cannot be inserted into the printer. Push down the metal plate until it clicks, locking it in place.



3 Tap the media stack on a level surface to avoid media jams or skewed printing.

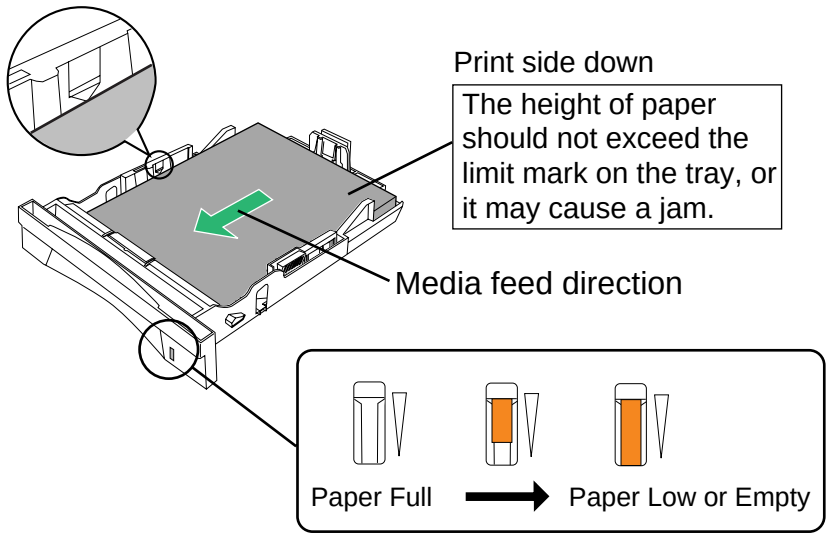


NOTE

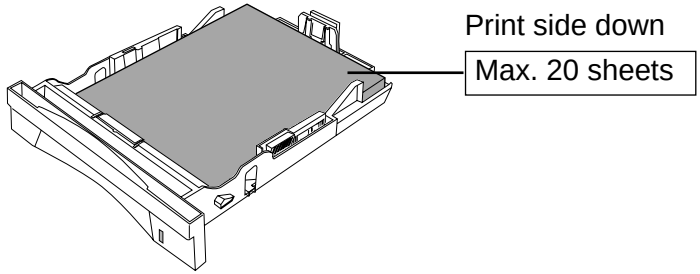
- Be careful not to leave fingerprints on the media, which can result in a smudged print.
- Reusing media (used paper or jammed paper) that has been fed through the printer once can reduce the life of the consumables and paper path components.

4 Place the media with the **print side down**.

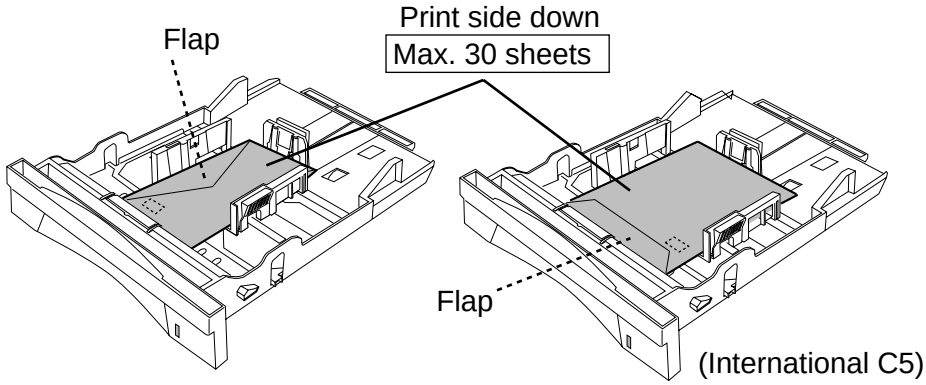
Paper


Print side down
The height of paper should not exceed the limit mark on the tray, or it may cause a jam.
Media feed direction
Paper Full
Paper Low or Empty

Transparency



Envelope



NOTE

- Most media has instructions recommending the side to be printed first.
- Do not mix different types or thicknesses of media in the media tray at one time; this may cause a jam.
- Loading media exceeding the designated sheets may cause the media jam or shifting of print.

5 Adjust the media guides to the media size.

- Be sure that the stoppers of the media guides are put in the grooves of the media tray.

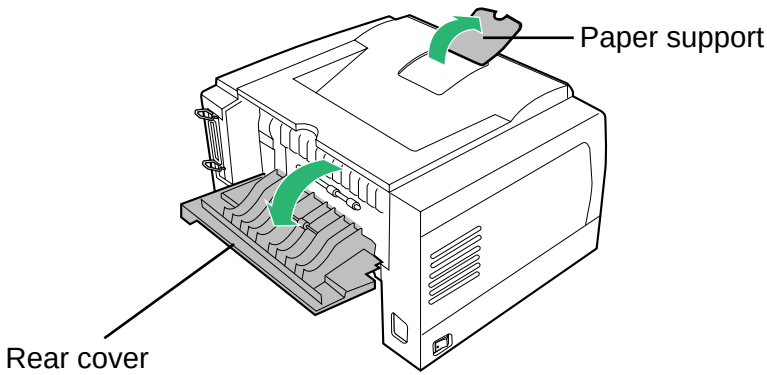
6 Slide the media tray completely into the slot.

CAUTION

- Be sure to hold the media tray with both hands so you do not drop it especially when it it fully loaded.

7 Raise the paper support so that the media is not dropped from the output tray.

- It is recommended to open the rear cover of the printer to avoid the curl or wrinkles if you print a document on an envelope.



Before printing a document, specify the paper size, media type and paper source from the printer driver following steps below.

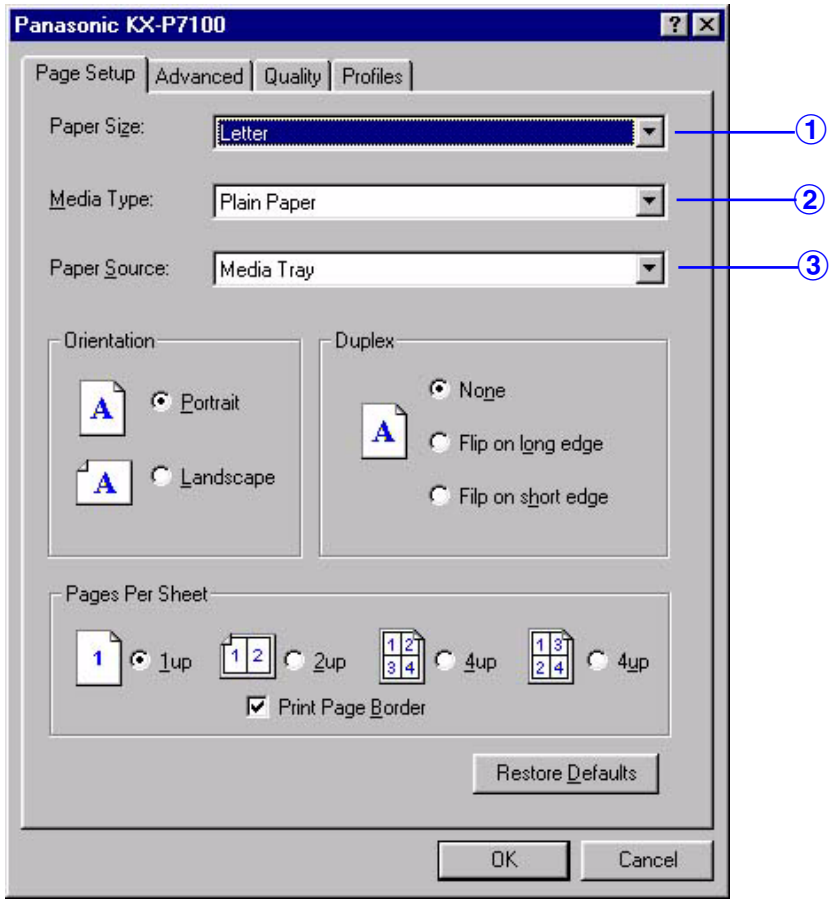
8 Display the print window in the application software.

9 Select **Panasonic KX-P7100** printer and click **Properties**.

The printer properties window is displayed.

10 Select the **Media Tray** (③) from Paper Source and specify the paper size (①) and media type (②).

- You cannot select Thick Paper or Label when selecting the Media Tray for Paper Source.
- For the detailed information to setup the printer driver, see "Setting the Printer Driver" on page 22.



11 Click **OK** and print a document.

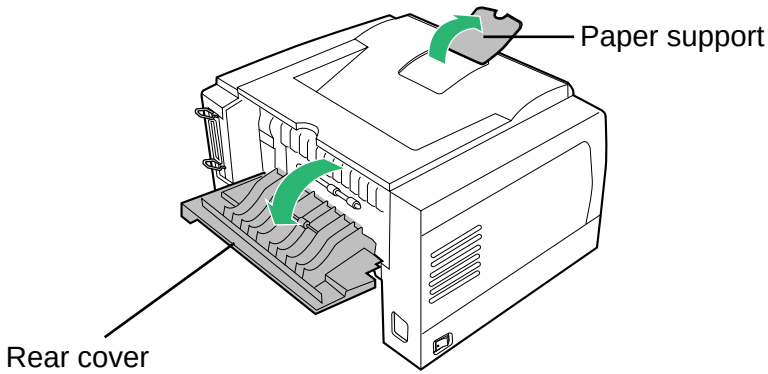
- **If you opened the rear cover at step 7**, be sure to remove the media every time the media is printed out to avoid the warp or media jam.

Using the Manual Feed

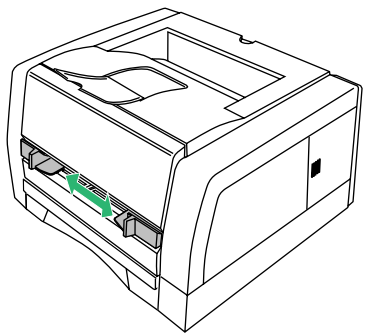
The manual feed serves as an additional tray for loading any type of media that ranges in size from 76.2 mm x 127 mm to 216 mm x 356 mm (3″ x 5″ to 8.5″ x 14″). When using the thick paper [106 – 165 g/m^2 (29 – 44 lbs.)] or label, use the manual feed.

1 Raise the paper support so that the media is not dropped from the output tray.

•It is recommended to open the rear cover of the printer to avoid the curl or wrinkles if you print a document on the thick paper [106 – 165 g/m^2 (29 – 44 lbs.)] or envelope.



2 Separate the media guides to the approximate width of the media.

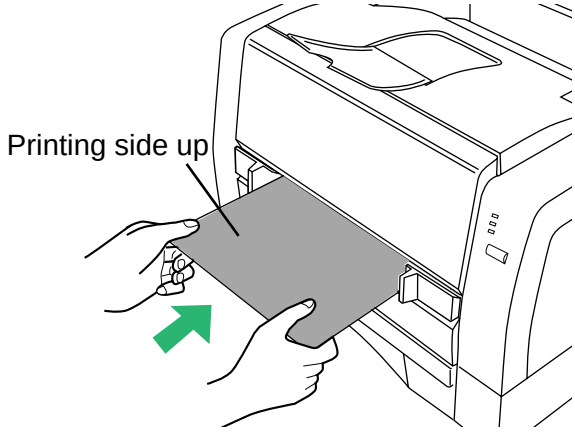


3 Insert a media with the **printing side up** into the manual feed while adjusting the media guides to the media width.

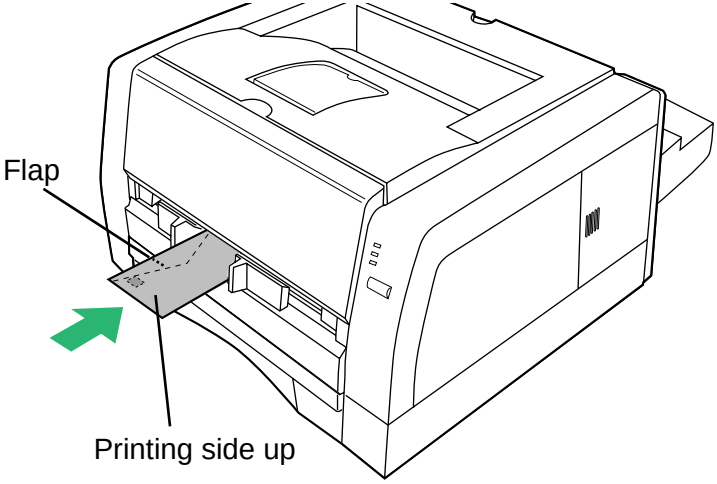
The inserted media is slightly fed into the manual feed automatically.

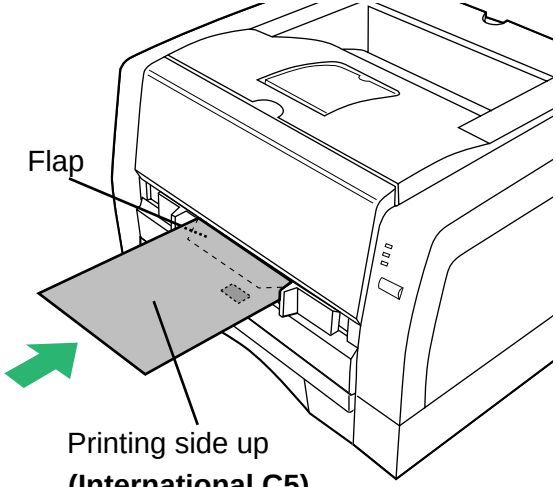
• Be sure to insert a media into the manual feed one by one.

Paper / Label / Transparency



Envelope

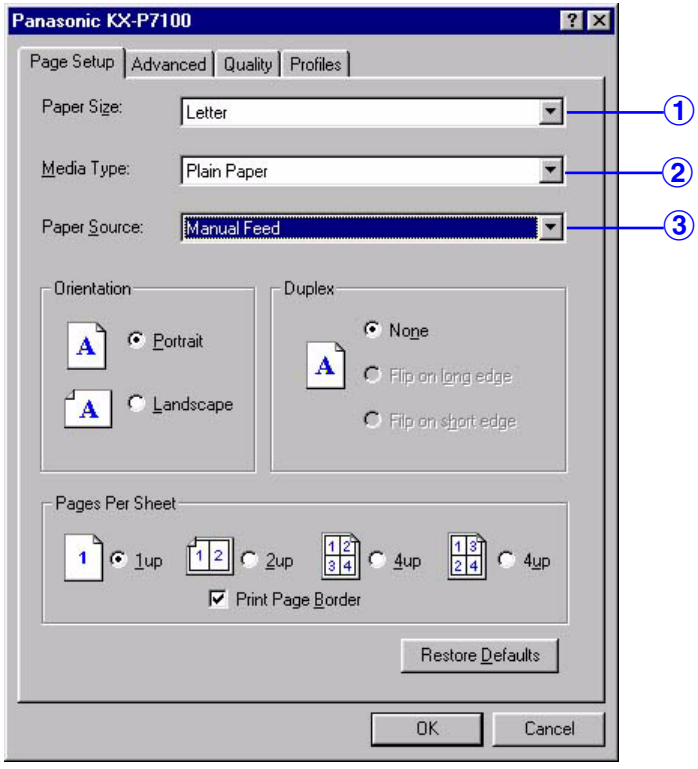




4 Display the print window in the application software.

5 Select **Panasonic KX-P7100** printer and click **Properties**.
The printer properties window is displayed.

6 Select the **Manual Feed** (③) for Paper Source and specify the paper size (①) and media type (②).
• For the detailed information to setup the printer driver, see "Setting the Printer Driver" on page 22.



7 Click **OK** and print a document.
• **If you opened the rear cover at step 1**, be sure to remove the media every time the media is printed out to avoid the warp or media jam.

8 After the media has been fed from the manual feed, insert the media into the manual feed **for the next printing**.

- If it is delayed to insert the media into the manual feed, the media empty error may occur. In that case, insert the media into the manual feed.

Setting the Printer Driver

Displaying the Panasonic KX-P7100 Properties Window

It is possible to set the printer by using the Panasonic KX-P7100 Properties window. It can be displayed from **Windows**®*1 (see below) or from **an application** (see page 24).

A Setting the Printer from Windows:

When setting the printer by using Panasonic KX-P7100 Properties window under **Windows**, the setting is retained even if Windows is shutdown and restarted.

1 Click **Start**, move the pointer to **Settings**, then click **Printers**.
The Printers window is displayed.

2 Click the **Panasonic KX-P7100** icon.

3 Click the **File** menu, then click the following menu depending on the operating system.

- **Properties** (Windows 95*2 / Windows 98*3 / Windows Me*4)
- **Document Default...** (Windows NT® 4.0*5)
- **Printing Preferences...** (Windows 2000*6).

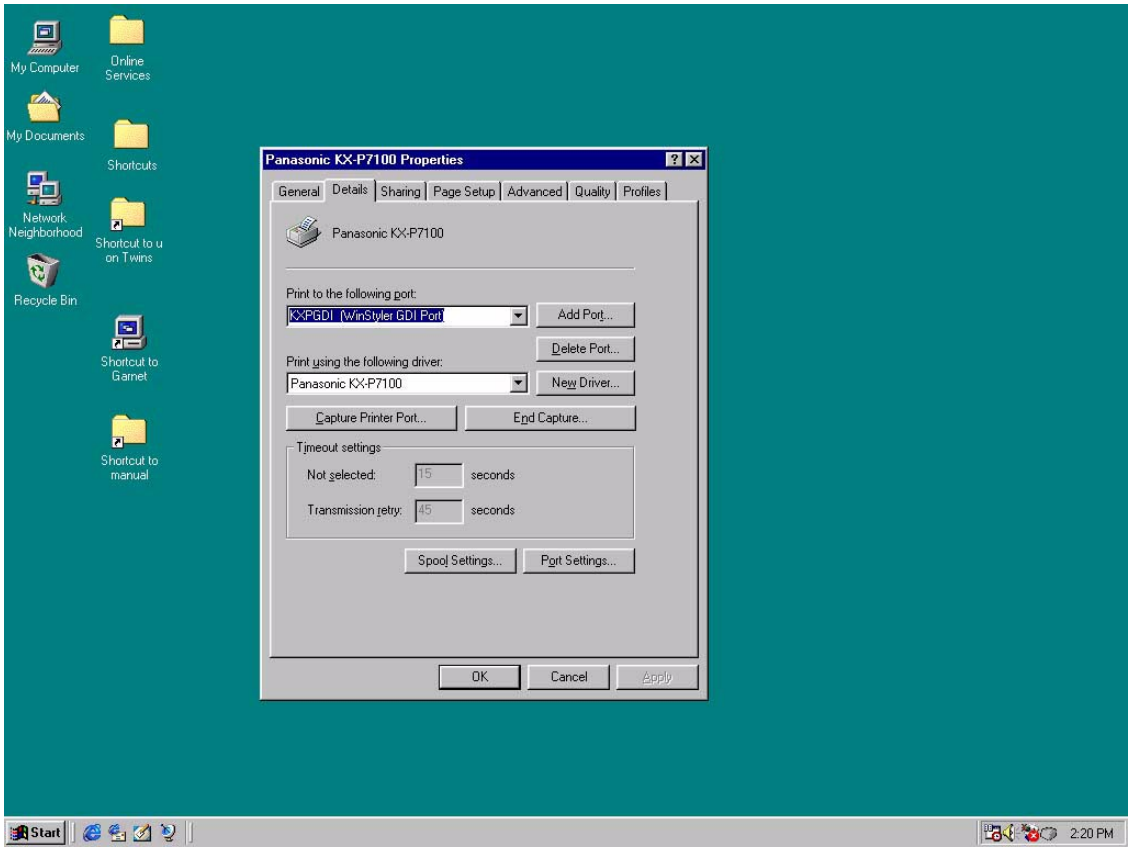
The **Panasonic KX-P7100 Properties** window is displayed.

*1 Microsoft® Windows® operating system (hereafter Windows)
*2 Microsoft® Windows® 95 operating system (hereafter Windows 95)
*3 Microsoft® Windows® 98 operating system (hereafter Windows 98)
*4 Microsoft® Windows® Millennium Edition operating system (hereafter Windows Me)
*5 Microsoft® Windows NT® operating system Version 4.0 (hereafter Windows NT 4.0)
*6 Microsoft® Windows® 2000 operating system (hereafter Windows 2000)

4 Click a tab to view the features.

Details Tab (see page 25) [For Windows 95, Windows 98, Windows Me]
Sharing Tab (see page 26) [For Windows 95, Windows 98, Windows Me]
Page Setup Tab (see page 27)
Advanced Tab (see page 29)
Quality Tab (see page 31)
Profiles Tab (see page 33)

For Windows 95, Windows 98, Windows Me, Windows NT 4.0, Windows 2000



(tab in Windows 98)

- Tabs are different in Windows NT 4.0 / Windows 2000.
- For Windows NT 4.0 / Windows 2000, it enables you to set another items by selecting Properties of the File menu (see page 35).

B Setting the Printer from an Application:

When setting the printer by using the Panasonic KX-P7100 Properties window from **an application**, the setting is returned to the default setting if the application is closed.

For example, to print a document created in Microsoft WordPad in Windows 98, perform the following steps.

1 Click **Start**, select **Programs**, select **Accessories**, then click **WordPad**.
The WordPad window is displayed.

2 Click the **File** menu, then click **Print...**.
The Print window is displayed.

3 Select **Panasonic KX-P7100** in the Name : box.

4 Click **Properties**.
The **Panasonic KX-P7100 Properties** window is displayed.

5 Click a tab to view the features.

Page Setup Tab (see page 27)
Advanced Tab (see page 29)
Quality Tab (see page 31)
Profiles Tab (see page 33)

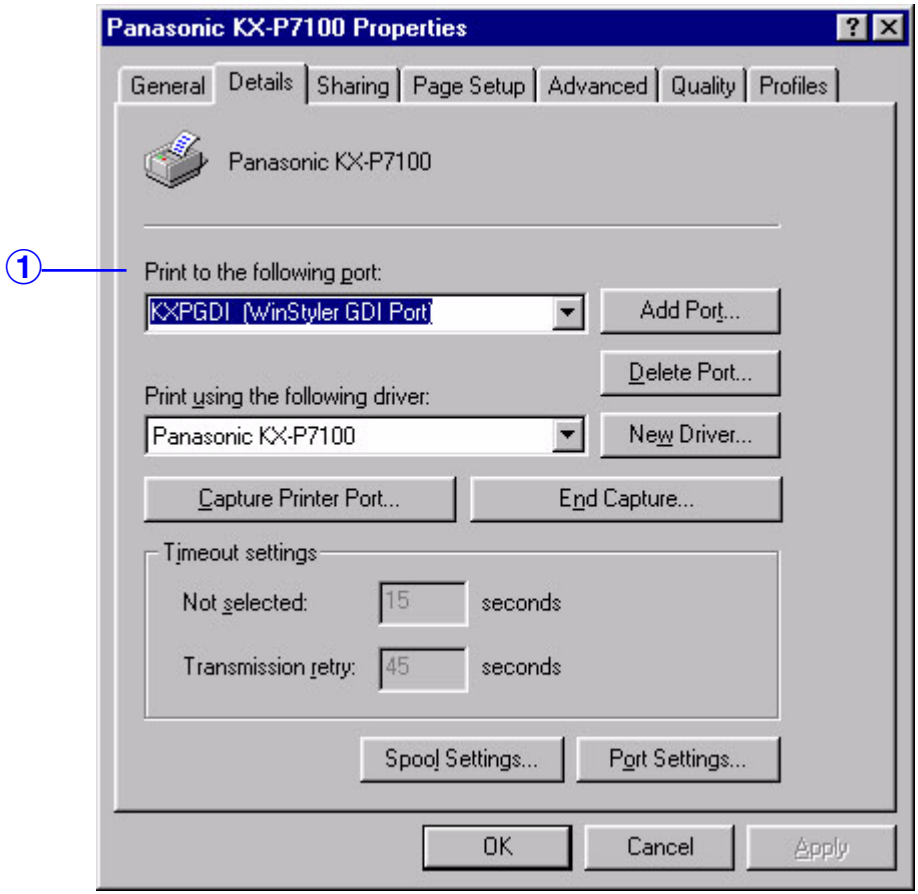
NOTE

- The print options in the File menu depend on the Windows application. Refer to the application manual.

Details Tab (Windows 95 / Windows 98 / Windows Me)

NOTE

• This option is available only in Windows 95, Windows 98 and Windows Me.



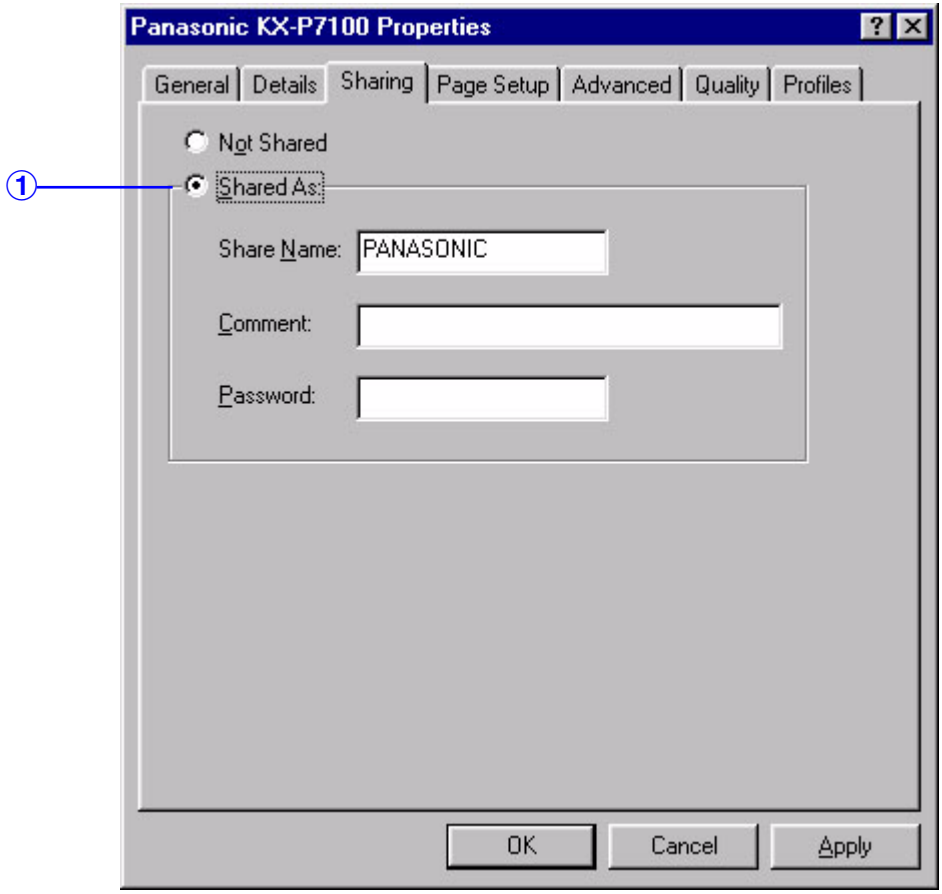
① **Print to the following port**

Enables to select the port where the parallel interface cable or USB cable is connected.

Parallel interface: KXPGDI (WinStyler GDI Port)
USB interface: KXPUSB (WinStyler USB Port)

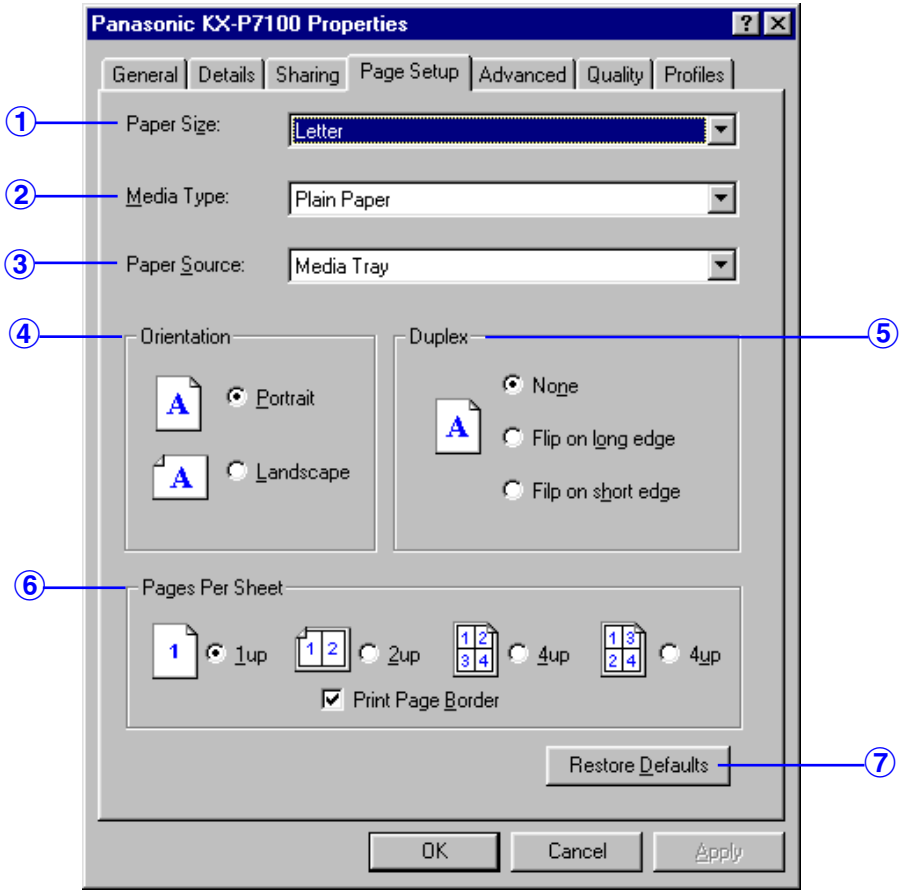
For the functions of other buttons, refer to the Help menu in Windows.

Sharing Tab (Windows 95 / Windows 98 / Windows Me)



① **Shared As**
Enables you to share the printer over the network.
For the detailed information, refer to the Help menu in Windows.
When shared, for other PCs to print the printer driver must be loaded.

Page Setup Tab



① Paper Size

Enables to select a different paper size.
Letter, A4, Legal, Executive, B5, A5, A6, Envelope #10, Envelope #9, Monarch, International DL or International C5 can be selected.

② Media Type

Enables to select the type of media loaded in the media tray or manual feed. When the Label or Thick Paper is selected, the Manual Feed is selected in the Paper Source.
The print speed will be slow depending on the media type.

③ Paper Source

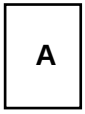
Enables to select the Media Tray or Manual Feed.

Thick paper [106 – 165 g/m^2 (29 – 44 lbs.)] or label cannot be printed using the media tray. Their media can be printed using the manual feed.

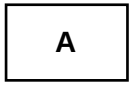
④ Orientation

Selects **Portrait** or **Landscape**.

Portrait



Landscape



⑤ Duplex

Selects either **Flip on long edge** or **Flip on short edge** when you want to print on both sides of paper. To perform the duplex printing, the following media and paper source must be set to perform duplex printing, see “Duplex Printing” on page 45.

Paper Size: A4, Letter, B5, Executive or Legal
Media Type: Plain Paper
Paper Source: Media Tray

⑥ Pages Per Sheet

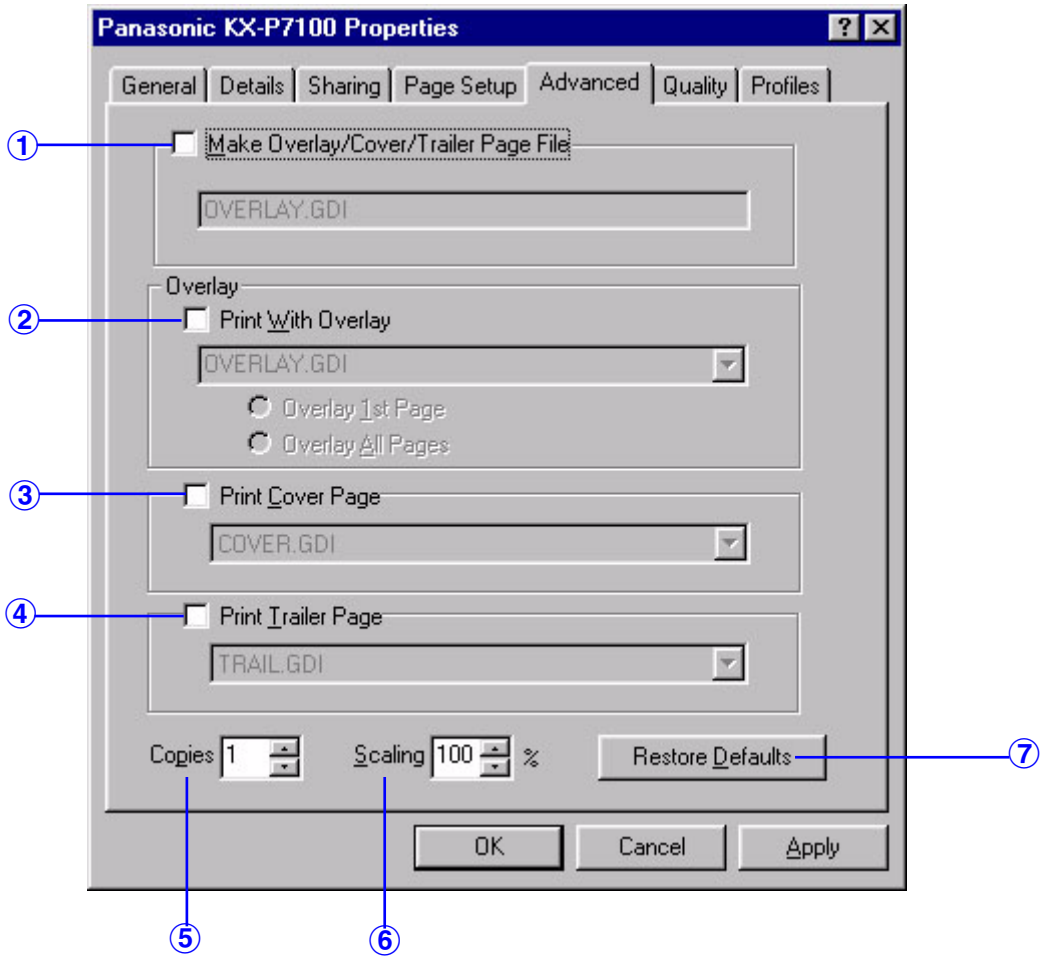
Specifies how many pages of your document to print on one piece of paper. The page border will be printed by clicking on the **Print Page Border** check box when selecting 2up or 4up.

⑦ Restore Defaults

Resets the Page Setup tab’s settings to the default settings.

Advanced Tab

Overlay feature enables you to overlay an overlay file (images or characters) over a document (see “Overlay Printing - Watermark” on page 47).



① **Make Overlay / Cover / Trailer Page File**
Enables you to save a GDI file for graphics and/or characters that you wish to overlay on/before/after a document.

② Print With Overlay

Enables you to select a GDI file that you wish to overlay on a document when it is printed. The following are examples to use overlay feature:

Overlay 1st Page: Enables to incorporate your letterhead on the first page of a business letter.

Overlay All Pages: Enables to overlay the word “Confidential” on every page of an important document.

③ Print Cover Page

Enables to print a cover page on a separate page before the document.

④ Print Trailer Page

Enables to print a trailer page on a separate page after the document.

⑤ Copies

Determines how many copies of the document will be printed.

NOTE

- The number of copies can also be determined using some application software. However, it is recommended to set the number of copies using one method, either from this driver or from an application software to avoid having a printing problem.

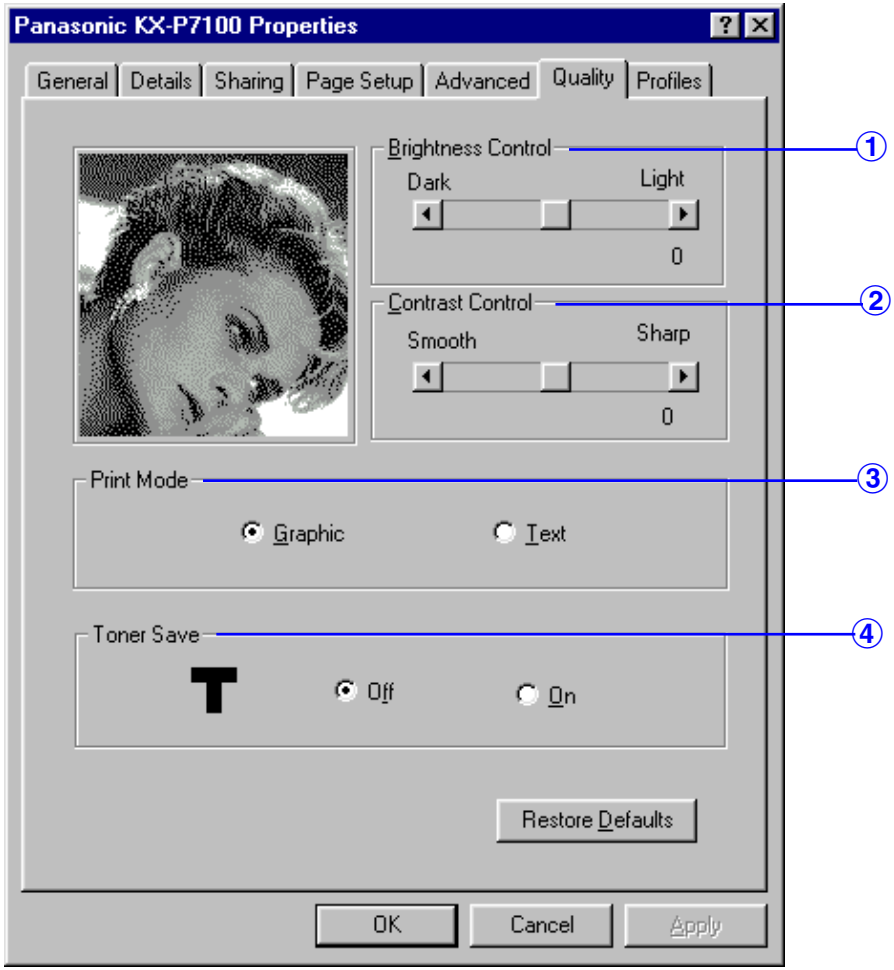
⑥ Scaling

Reduces or enlarges a document to be printed between 25% and 400%.

⑦ Restore Defaults

Resets the Advanced tab’s settings to the default settings.

Quality Tab



① Brightness Control

Changes the brightness of an image. A lighter setting (increasing value) provides a lighter image and a darker setting (decreasing value) provides a darker image.

② Contrast Control

Adjusts the range between the darkest and the lightest shades in the image. Smooth is low contrast and Sharp is high contrast.

③ Print Mode

Select the appropriate print mode for the type of document to be printed.

Graphic: Documents are printed in grayscale. Select Graphic print mode for documents containing photographs, illustrations, etc.

Text: Documents are printed in black and white. Select text mode for documents containing text only.

④ Toner Save

With Toner Save mode turned on, your printer will reduce the amount of toner used to print. Black areas and text are replaced by a light gray shading.

Off: The toner save feature is turned off. This is the default setting and is recommended for the highest print quality.

On: The toner save feature is turned on.

■ Adjusting the brightness and/or contrast

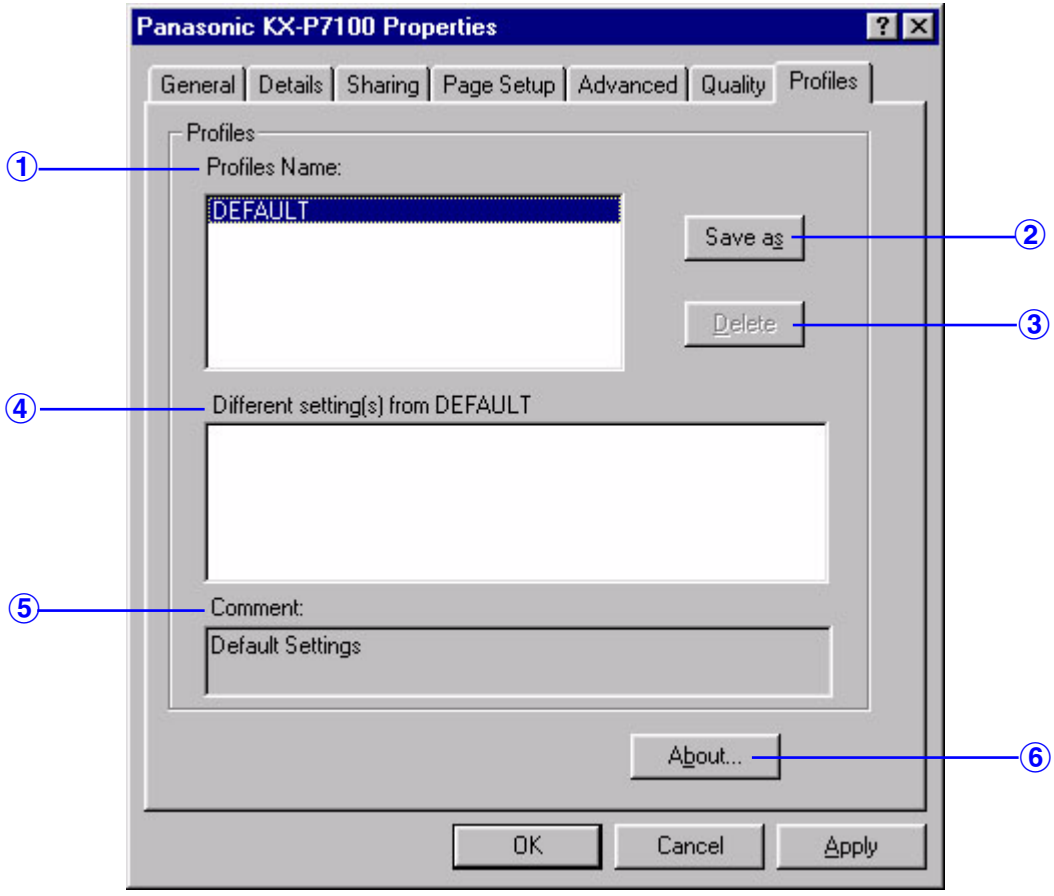
1 Drag each slider left or right or click ◂ or ▸.

You can see the result of the adjustment in the Preview box.

2 Click **OK** to make the setting(s) effective.

Profiles Tab

You can save the settings of the driver (for example, printing on a label or envelope etc.) using the Profile tab and retrieve it when necessary.



① Profiles Name

Displays the registered profile names. Profile (DEFAULT) is registered by default and cannot be changed or deleted.

② Save as…

Enables to register a new profile or renew the saved profile.

1 Change the driver settings.
2 Click the **Profiles** tab.
3 Click **Save as...**.
4 Enter a profile name and comment.
- If you enter the same profile name that existed in the Profiles Name box, the profile is renewed.

5 Click **OK**.
- If you will renew the profile, the confirmation window appears to overwrite the profile. Click **Yes**.

③ Delete

Enables to delete a profile selected in the Profile Name box except DEFAULT.

1 Click the profile, then click **Delete**.

④ Different settings(s) from DEFAULT

Displays the difference between the default settings and the selecting profile.

⑤ Comment

Displays the comment you entered when registered a new profile. The comment is displayed when selecting a profile.

⑥ About

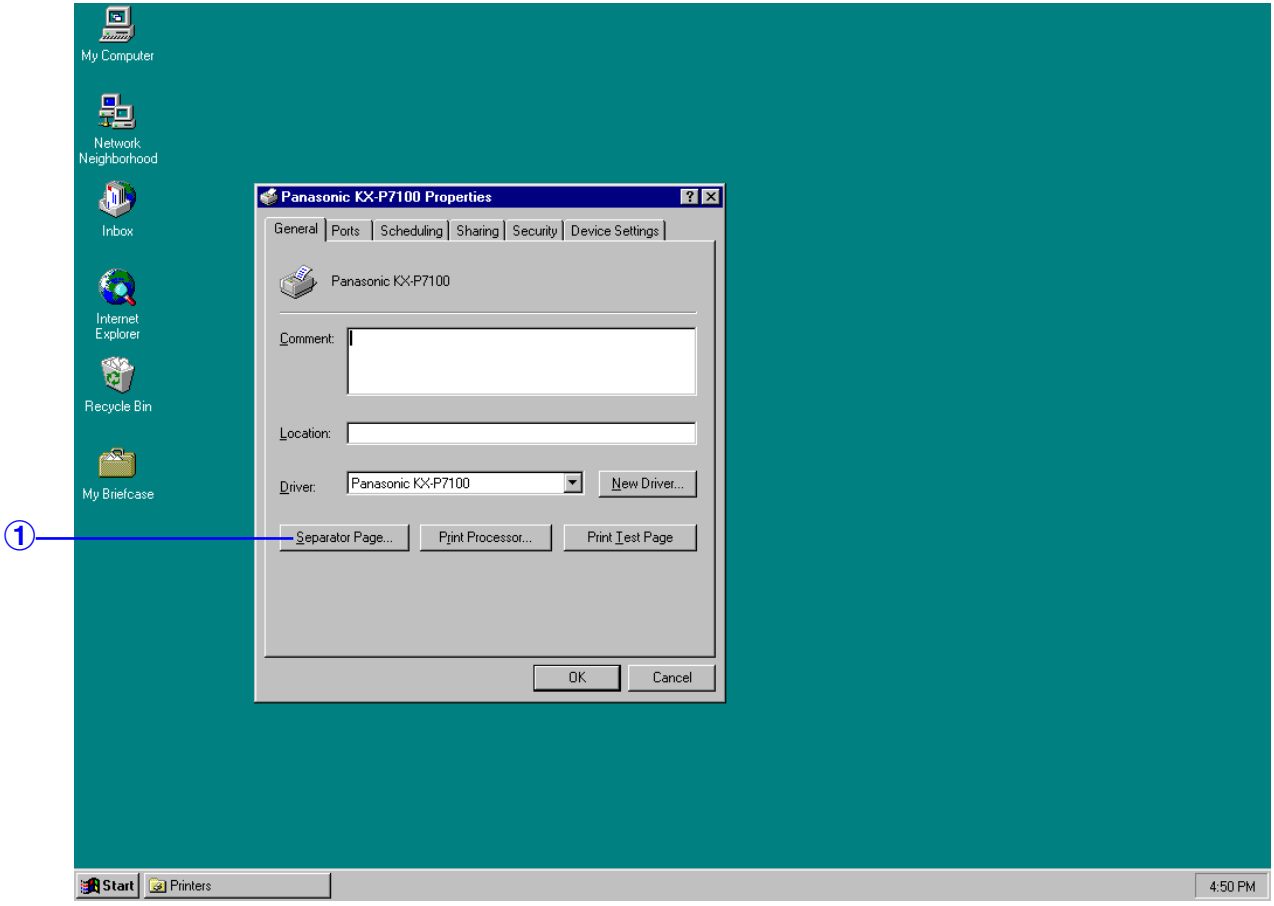
Displays the program version and copyright information.

Displaying the Printer Properties Windows for Windows NT 4.0 / Windows 2000

1. Click **Start**, move the pointer to **Settings**, then click **Printers**.
   The Printers window is displayed.
2. Click the **Panasonic KX-P7100** icon.
3. Click the **File** menu, then click **Properties**.
   The **Panasonic KX-P7100 Properties** window is displayed.

4 Click a tab to view the features.

Ports tab (see page 37)
Sharing tab (see page 38)
Device Settings tab (see page 40)



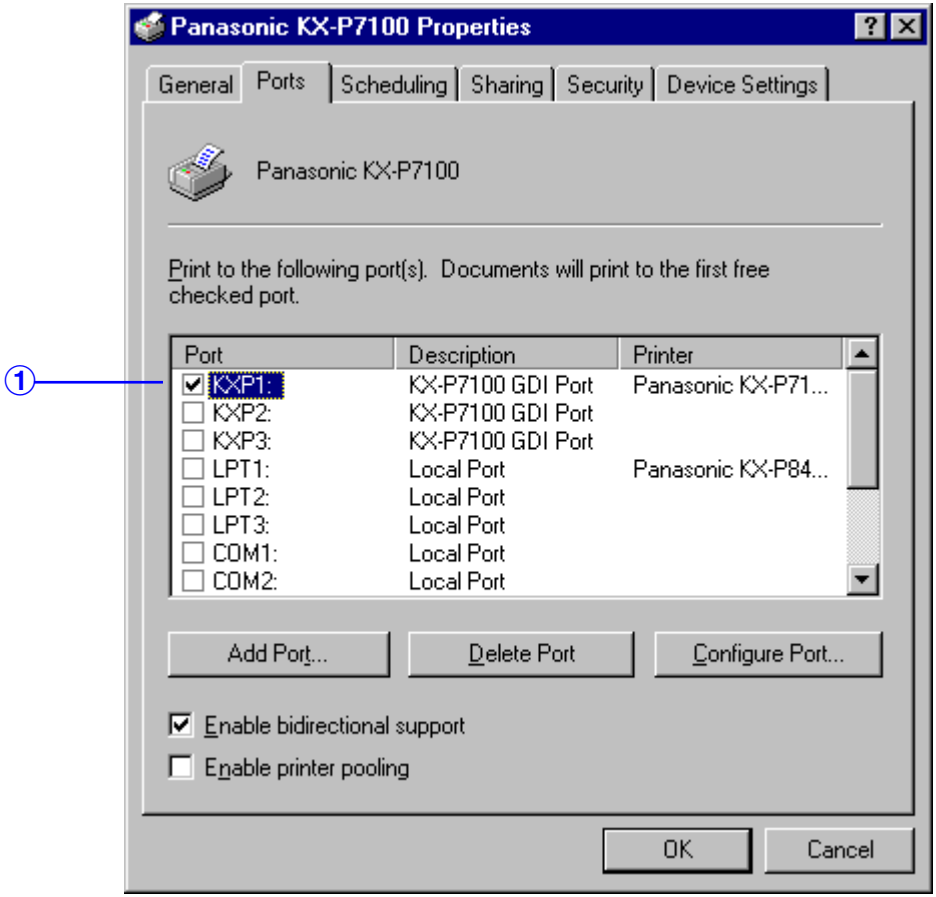
(tab in Windows NT 4.0)

•Tabs are different in Windows 2000.

NOTE

• The separator page (①) cannot be printed from General tab (Windows NT 4.0) or Advanced tab (Windows 2000).

Ports Tab (Windows NT 4.0 / Windows 2000)

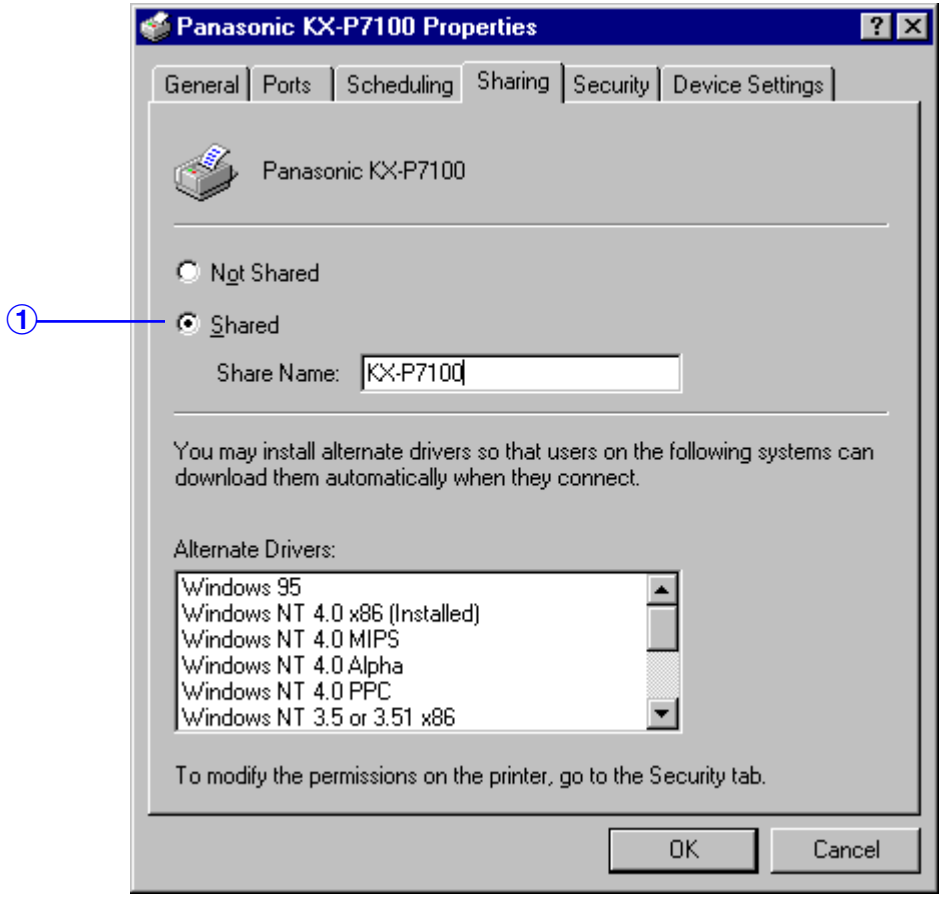


(tab in Windows NT 4.0)

① **Checked port**
Documents will be printed to the checked port.

Parallel interface: KXP1, KXP2, KXP3
USB interface: KXPUSB (only Windows 2000)

Sharing Tab (Windows NT 4.0 / Windows 2000)



(tab in Windows NT 4.0)

① **Shared** (Windows NT 4.0) / **Shared as** (Windows 2000)
Enables you to share the printer over the network.
For the setup operation, refer to “Sharing the printer with a client computer” (see page 39).

■ Sharing the printer with a client computer:

1 Click on the **Shared** (Windows NT 4.0) check button or **Shared as** check button (Windows 2000).

2 Type the printer name (for example: KX-P7100) in the **Shared Name** or **Shared as** box.

NOTE

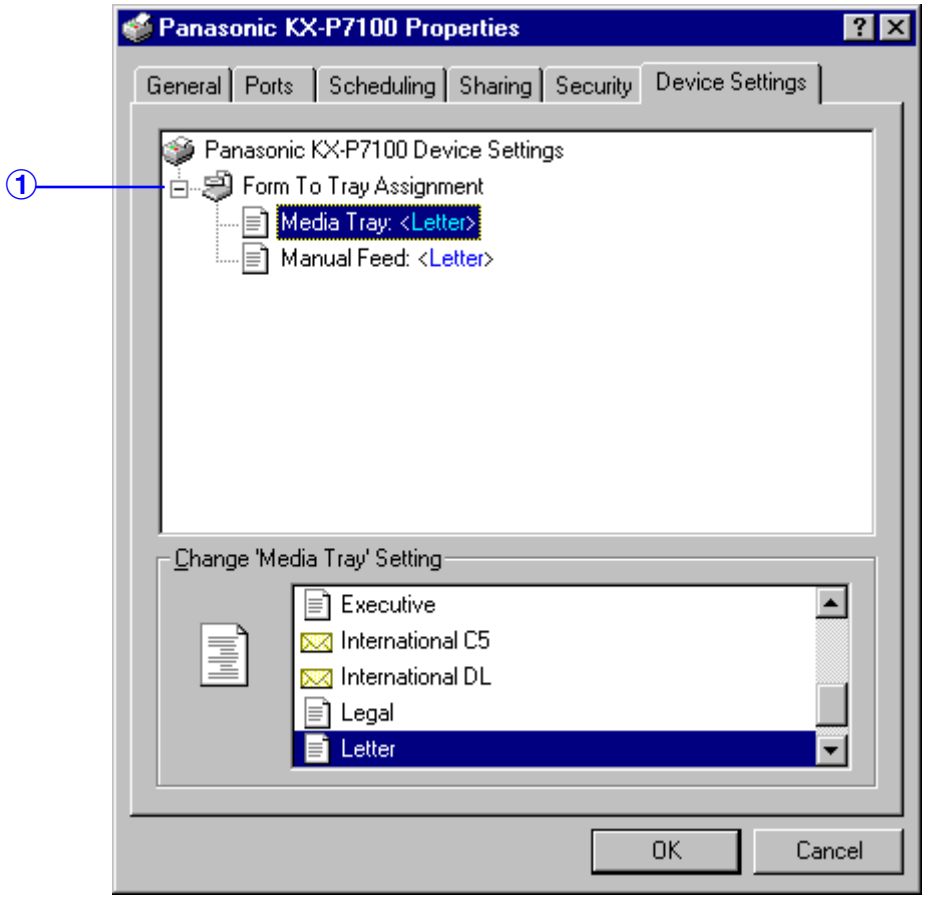
• If the shared printer is used through Windows 95 or Windows 98, the printer name must not exceed 12 characters.

3 Click **OK**.

NOTE

If you want to use a shared KX-P7100 printer in the network, select **Network Printer** in the **Select Printer Type** dialog when installing the printer driver.

Device Settings Tab (Windows NT 4.0 / Windows 2000)



(tab in Windows NT 4.0)

① **Form To Tray Assignment**

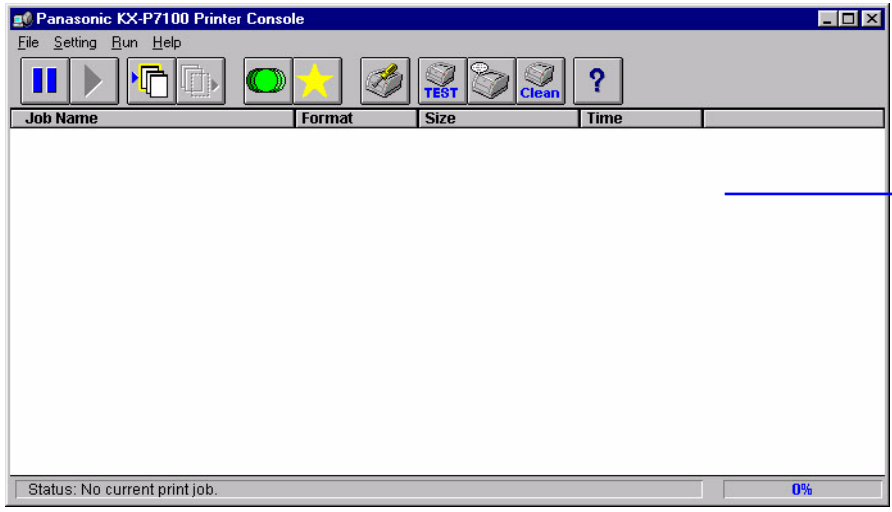
Enables to assign the paper size to the media tray or manual feed.
If the **Hold mismatched documents** check box is checked on in the **Scheduling** tab (Windows NT 4.0) or **Advanced** tab (Windows 2000), it will be displayed that paper size is different in the spooler window on Windows when you print a document on the different size paper with the Form To Tray Assignment.

Using the Printer Console Window

The KX-P7100 Printer Console window provides an easy means to configure and monitor the printer, and control print jobs when the printer is connected to your computer using the parallel interface or USB interface cable. If the printer is connected through the network, the Printer Console cannot be used.

Displaying the Printer Console Window

1 Click **Start**, move the pointer to **Programs**, **Panasonic** and **Panasonic KX-P7100**, then click **Printer Console**.
The **Panasonic KX-P7100 Printer Console** window appears.



Queue Area

Print jobs are displayed with the following data in the queue area.

Job Name:	the document file name and application name created it
Format:	the format (GDI) of the print job
Size:	the size of the print job
Time:	the time that the print job is created

Menus (Buttons)

■ File Menu

Pause Printer (**)**

Enables to pause printing a document. The paused document can be resumed or canceled printing.

Resume Printer (**)**

Enables to resume printing a paused document.

Add Document (**)**

Enables to add a print job file (GDI format) to the print queue.

Delete Document (**)**

Allows you to delete the selected print job (highlighted) from the print queue.

Exit

Enables to exit the Panasonic KX-P7100 Printer Console window.

■ Settings Menu

Density (**)**

The Density setting allows you to define the darkness of the dots placed on the paper.

Power Saving (**)**

To conserve energy and operating cost, this printer is provided with a programmable power save feature. The printer is factory set with the power save feature turned on to comply with ENERGY STAR® requirement. If power saving is enabled, the printer enters the Power Saving mode when the printer is idle for 2 minutes.

Printer Setup (**)**

Selecting this menu displays the setting window of the printer driver to configure the printer. For the detailed information, see “Setting the Printer Driver” on page 22.

■ Run Menu

Test Page (

)

Enables to print a configuration page below. Make sure that paused print jobs are not existed in the printer console window and it is recommended that all applications are closed before printing a test page.

Configuration

PC Configuration

Software Version:	Version ###
Date:	###
Windows Version:	###
Output Port:	######
Total RAM Size:	###### K Bytes
Free Disk Space:	########## Bytes on C:
Printer Mode:	GDI
Density:	Medium
Power Saving:	On

Printer Configuration

Printer Name:	Panasonic KX-P7100
Controller FW:	#.##
Engine FW:	###
Page Count:	####
Drum Unit Page Count:	####

Status Display ( )

When an error is occurred, the printer status display enables to inform the printer status on the screen. Selecting this menu displays the Printer Status Display window and it enables to setup the startup and beep settings. For the detailed information, see “Printer Status Display” on page 53.

**Cleaning Fuser Unit (

)**

The printer prints 5 sheets of blank page by clicking this button to clean the fuser unit.

■ Help Menu

About

Displays the version of the Panasonic KX-P7100 Printer Console window.

Index

Enables to display the help menus for the console window.

: Enables to display the help menu of the function. Click this icon, then click the function button that you want to display the help menu.

Using the Special Print Features

Duplex Printing

When performing automatic duplex printing, paper must be fed from the media tray. Manual feed cannot be used for automatic duplex printing.

NOTE

• The following paper must be used. Otherwise, it may cause wrinkles or paper jam.

Plain paper 75 – 90 g/m^2 (20 – 24 lbs.)

1 Load paper [75 – 90 g/m^2 (20 – 24 lbs.)] into the media tray.

•Letter, A4, Legal, B5 or Executive size paper can be available.
•Make the paper straight if the paper is curled.

2 Open a document to perform duplex printing and display the print window in your application.

3 Select **Panasonic KX-P7100** printer and click **Properties**.

The printer properties window appears.
•The operation for displaying the printer properties window may be different depending on the application software.

4 Change the setting to the correct paper loaded in the media tray.

Paper Size: Select the loaded paper size (Letter, A4, Legal, B5 or Executive).
Media Type: Select **Plain Paper**.
Paper Source: Select **Media Tray**.

5 Click on the **Flip on long edge** or **Flip on short edge** check button for Duplex menu.

: Flip on long edge

: Flip on short edge

6 Click **OK**.

7 Print the document.

NOTE

When printing a much data, the paper may be stopped for a while at the media exit of the printer before printing the back side of the paper. Be sure not to mistake it for the paper jam.

Overlay Printing - Watermark

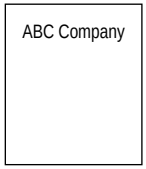
You can use the Overlay feature to:

- Incorporate your letterhead on the first page of a business letter.
- Print your logo at the bottom of each page of a set of presentation slides.
- Overlay the word “Confidential” on every page of an important document.
- Print a special cover page or trailer page for each print job.

NOTE
Overlay feature is only available for the local printer that is connected to your computer directly. (This feature cannot be used with a client computer through the network.)

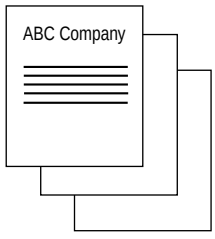
■ Main steps for overlay printing

1. Create an overlay file and store as a GDI file, with (.GDI) extension.

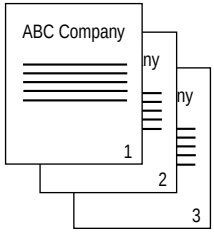


NOTE
Some overlay files (watermarks) have been prepared in advance (see page 48). You can simply perform the overlay printing by selecting the prepared watermark file when printing a document (see page 52).

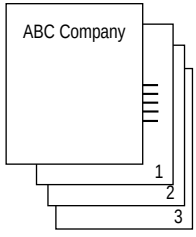
2. Select overlay option.



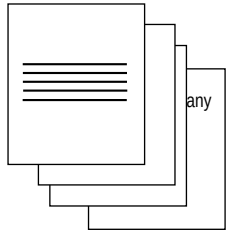
Overlay 1st Page



Overlay All Pages



Print Cover Page



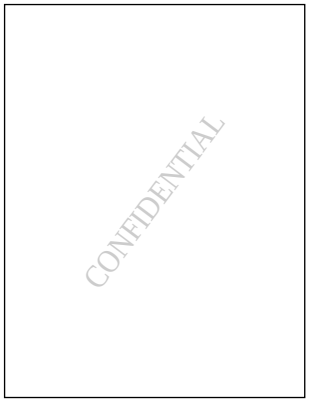
Print Trailer Page

3. Print a document you want to overlap an overlay file.

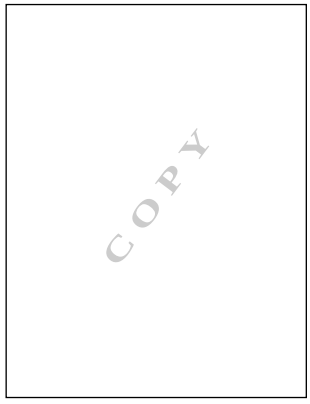
■ Prepared Overlay Files (Watermarks)

To perform the watermark printing, see page 52.

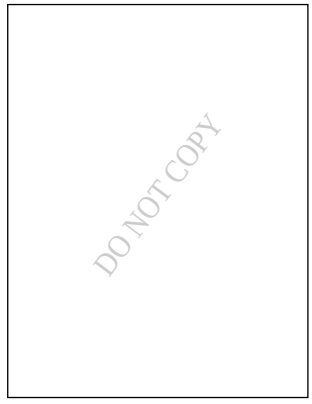
CONFDENT.GDI



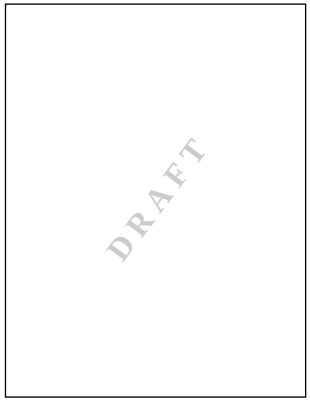
COPY.GDI



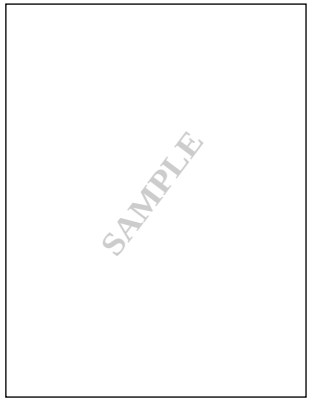
NOTCOPY.GDI



DRAFT.GDI

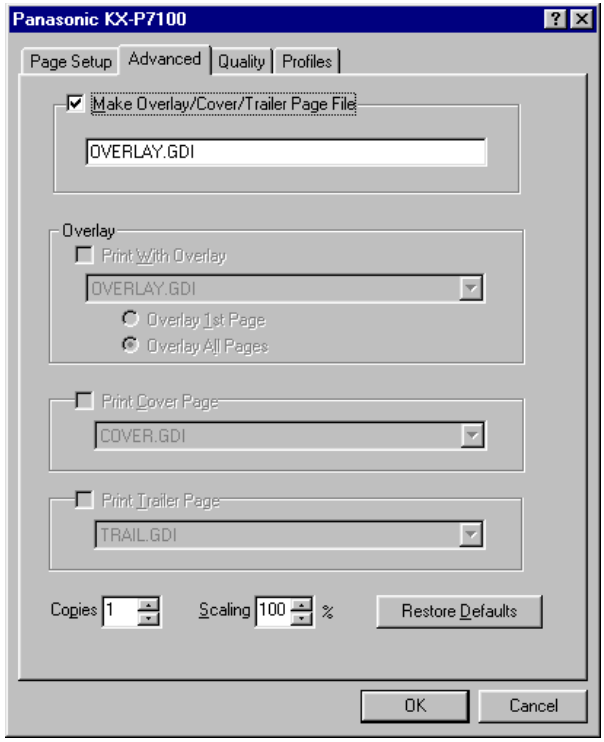


SAMPLE.GDI



To perform the overlay printing,

1. Using an application such as Paintbrush or CorelDRAW, create and save the overlay file that you want to overlap on a document.
2. Verify the overlay data by printing it.
3. Display the print window and select the **Panasonic KX-P7100** printer.
4. Click **Properties** to display the printer properties window.
5. Click the **Advanced** tab, then click on the **Make Overlay** / **Cover** / **Trailer Page File** check box.



6 Enter a new file name or the same file name (Max. 12 characters including the extension) as used at step 1 in the file name box with the extension (.GDI).

The file is saved in the following directory.
Windows 95, Windows 98, Windows Me: Program Files\Panasonic\Panasonic KX-P7100
Windows NT 4.0, Windows 2000: Winnt (OS System)\system32\Kxp7100

•You cannot use the following names for the overlay file (GDI file).

CONFDENT.GDI	COPY.GDI	COVER.GDI	DRAFT.GDI
NOTCOPY.GDI	SAMPLE.GDI	TEST.GDI	TRAILER.GDI
WTPAGE.GDI			

7 Click **OK**.

8 Print the overlay file to the KX-P7100.

The confirmation window to make overlay file is displayed.

9 Click **Yes**.

The printer will not print the overlay file. The file will be saved on your computer as an overlay file (*.GDI file).

10 Minimize or close the application.

11 Open a document to print with the overlay file and display the print window.

12 Select the **Panasonic KX-P7100** printer.

13 Click **Properties** to display the printer properties window.

14 Click the **Advanced** tab, then click on the check box of your desired selection.

Print With Overlay: The overlay file is overlapped only on the first page (**Overlay 1st Page**) or all pages (**Overlay All Pages**) of a document.
Print Cover Page: The overlay file is printed as the cover page before the document.
Print Trailer Page: The overlay file is printed as the trailer page after the document.

NOTE
- If the Make Overlay/Cover/Trailer Page File check box is checked, remove the check.
- When selecting cover page or trailer page, print out will be collated even if the collate feature of the application software is disabled.

15 Click the box under the selection and select the overlay file named at step 6.
- You can also select the prepared overlay file (see page 48).

16 Click **OK**.

17 Print the document.

■ Example of Watermark Printing

The following is the example to print the watermark COPY on all pages.

1 Open a document to print with the overlay file and display the print window.

2 Select the **Panasonic KX-P7100** printer.

3 Click **Properties** to display the printer properties window.

4 Click the **Advanced** tab, then click on the **Print With Overlay** check box.

NOTE

• If the Make Overlay/Cover/Trailer Page File check box is checked, remove the check.

5 Click the box under the selection and select **COPY.GDI**.

6 Click **OK**.

7 Print the document.

Printer Status Display

The Printer Status Display will show the printer status, error message or recovery information of the local printer connected to your computer using the parallel interface or USB interface cable. When an error has occurred, the Printer Status Display icon ( ) is blinking on the task bar or a Printer Status Display window is displayed. The Printer Status Display icon is different depending on the printer error.

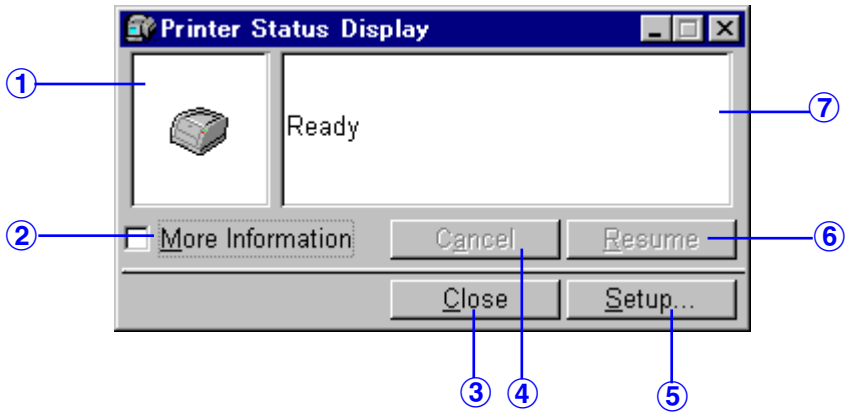
If the printer is shared through the network, the Printer Status Display cannot be used.

Printer Status Display Icon on the Task Bar

If the startup setting is set to **Stay**, the Printer Status Display icon ( ) will be located on the task bar when the system is started (see “Setting the Printer Status Display” on page 56). When a printer error has occurred, the Printer Status Display icon is blinked on the task bar. To display the Printer Status Display window, double click the blinking icon.

If you want to exit the Printer Status Display program, click the Printer Status Display icon with the right mouse button, then select **Exit**.

Function of the Status Display



① This box shows the printer status.

② The recovery information is displayed by clicking on the **More Information** check box (see “Recovery Information” on page 55).

③ Clicking **Close** closes the Printer Status Display window.

④ A print job is cancelled by pressing the **Cancel**. If the printer is not printing, the **Cancel** is grayed out.

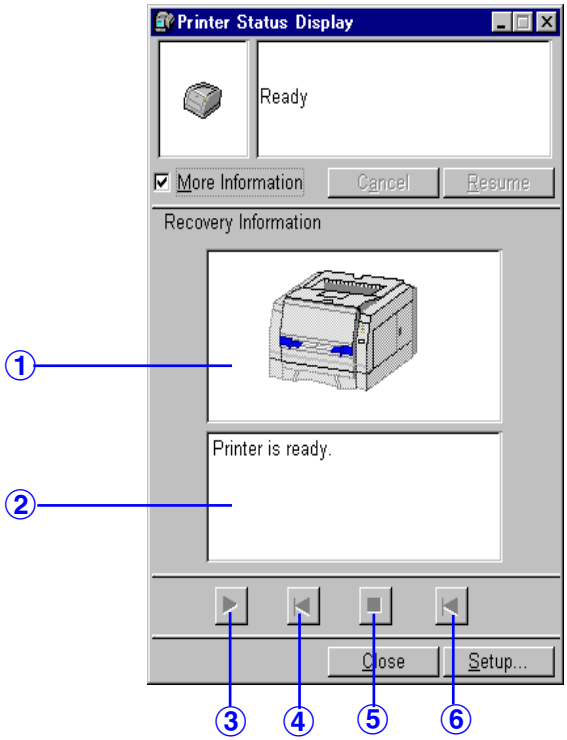
⑤ Clicking **Setup...** enables the start up and beep settings of the Printer Status Display (see “Setting the Printer Status Display” on page 56).

⑥ This button is activated when a media feed error has occurred. Clear jam and clicking **Resume** resumes printing.

⑦ This box shows an error or status message.

Recovery Information

Recovery information shows the corrective instruction with animation when a printer error has occurred.



① Shows corrective action for the printer error with animation.

② Shows corrective instructions or status.

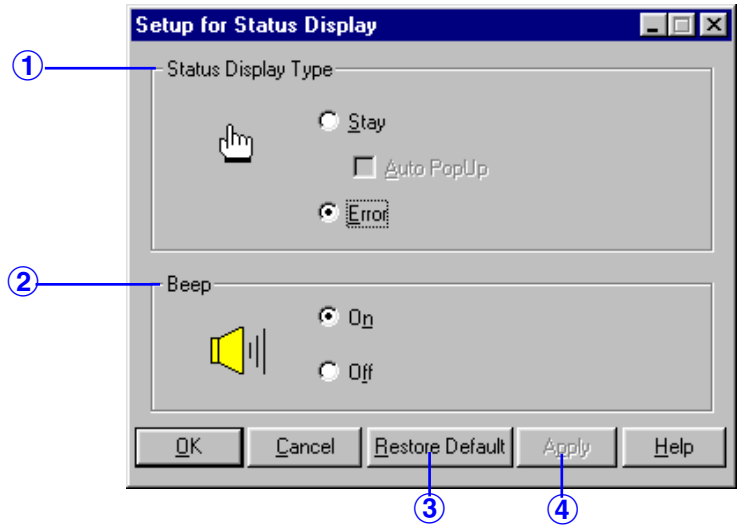
③ Clicking this button starts the animation. When the animation is started, the start button is changed to ⏸ button. Clicking ⏸ button will stops the animation.

④ Clicking the ⏮ button steps backwards.

⑤ Clicking the ■ button exits the animation.

⑥ Clicking the ⏭ button steps forward.

Setting the Printer Status Display



① Status Display Type

Stay: Clicking on the **Stay** check button runs the Printer Status Display program and places the icon on the task bar when starting Windows. The icon is blinking on the task bar when a printer error has occurred. To display the Printer Status Display window, double click the blinking icon. The Printer Status Display window is automatically displayed when a printer error has occurred by clicking on the **Auto PopUp** check button.

Error: The Printer Status Display window is displayed when a printer error has occurred. After the error has recovered, the window is closed.

② Beep

Clicking on the **On** check button beeps when a print job has been completed or a printer error has occurred.

③ Restore Default

Resets the Status Display to the factory default settings.

④ Apply

Applies the changes by clicking **Apply**.

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